

**City of Houston
Building Services Department
Request for Qualifications (RFQ)
For Professional Architectural Services
- Southern Right of Way & Fleet Facility**

The City of Houston, Building Services Department, on behalf of the Department of Public Works and Engineering (PWE), invites the submittal of Statements of Qualifications (SOQs) from design firms interested in providing professional architectural services for the design of Southern Right of Way & Fleet Facility. Architectural/engineering team will provide all services necessary as followed:

- To assess and verify existing conditions
- Review and verify PWE design standard requirements
- Provide computer-aided (CADD) documentation
- Estimate construction costs
- Arrange and conduct meetings.
- Provide Life Cycle Cost of Design Alternatives
- Review existing environmental report of proposed site
- Develop code review
- Design and develop pedestrian and vehicular circulation
- Evaluate and plan for space requirement for training of Solid Waste Department fleet crew on its automated waste pickup vehicles.
- Develop a needs based program for three branches of PWE: Storm Water, Fleet, Street & Bridge based on on-site assessment and program surveys of 4 existing facilities.

A pre-submittal meeting will be held at Thursday, January 4, 2007, at City Hall Annex 900 Bagby, room 257A to discuss this solicitation. Attendance at meeting is highly recommended but not mandatory.

Six copies of the SOQ, enclosed in a sealed envelope or other container, shall be **delivered to the City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX 77002, at or before 2:00 p.m., local time, Monday January 22, 2007. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and Building Services Department.

A detailed Request For Qualifications (RFQ) document will be available beginning December 22, 2006 at Building Services Department's receptionist located on the 2nd floor at City Hall Annex, 900 Bagby Street, Houston, Texas. The detailed requirements for submittals are described in the RFQ. Submittals that do not conform to these requirements in all respects may not be evaluated.

Before the pre-submittal meeting date the City will welcome any written questions submitted to: Phil Golembiewski, P.E., City Engineer, Building Services Department, 900 Bagby Street, 2nd floor, Houston, Texas, 77002, regarding this solicitation. Questions can also be faxed to his attention at 713-437-6859, or e-mailed to Philip.Golembiewski@cityofhouston.net. During the course of the pre-submittal meeting, the City will answer previously submitted questions, and questions from attendees. The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ. Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders that are registered with the City.

Dated: _____
(Publish Friday, December 22, 2006, and December 29, 2006.)

Anna Russell
City Secretary

